



**April 10, 2015**

**Position Vacancy Listing**

**Return completed City Employment Application to:**

**City of Kannapolis; Human Resources  
246 Oak Avenue  
Kannapolis, NC 28081**

**WEBSITE:** [www.kannapolisnc.gov](http://www.kannapolisnc.gov)

**Position Title:** Planning Technician  
**Department:** Planning  
**Starting Salary:** \$15.69 - \$24.35 per hour  
**Hours of Work:** 8:00 am - 5:00 pm (Monday thru Friday)

**SUMMARY OF DUTIES:** Perform intermediate technical work receiving and processing land development and zoning applications and permits. Assist customers with inquiries regarding fees, licenses, permits, policies, rules and regulations; review and process permit applications for compliance with planning and zoning standards; initiate inspections to ensure permit requirements are met; maintain accurate records of processed applications and permits, and provide staff support to the Planning Commission and Council. Work is performed under the regular supervision of the Senior Planner.

**PHYSICAL REQUIREMENTS:** This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**MINIMUM EDUCATION AND QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from an accredited community college with major course work in planning or related field and moderate planning and zoning experience.

**KNOWLEDGE, SKILLS and ABILITIES:** General knowledge of the zoning ordinance; general knowledge of land development and subdivision control regulations; some knowledge of building and planning regulations and policies; ability to read and interpret construction files and plans; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with property owners, developers, boards and commissions, associates and the general public.

**CLOSING DATE: Applications must be received by 5:00 p.m. - Friday, May 1, 2015**

**EQUAL OPPORTUNITY EMPLOYER**

***This position has been determined to be non-exempt by the Fair Labor Standards Act.***